

CAL/VPP EVALUATION REPORT

Employer: _____

Reviewed: _____

Address : _____

Closing Conference _____

Report Completed _____

Site Name: _____

Phone: _____

Plant Manager: _____

Site Safety/Health Supervisor: _____

Cal/VPP Representative: _____

SIC Code: _____

Cal/OSHA Region: _____

District: _____

DOSH Resource Person

Assigned: _____

Phone: _____

Compliance History from the most recent 3 years: _____ / _____ / _____

Description of Site and Nature of Work:

Note: Include the number and type of contractor and temporary agency employees used at the site and the nature of work they are involved in.

Injury & Illness Rates for the three most recent completed years:

Injury & Illness	RATE FOR EACH YEAR			AVERAGE FOR PAST 3 YEARS	Industry Average
	19__	19__	19__		
Incidence Rate					
Lost Workday Rate					

Note: During the review process, rates from contractor employers shall be available for review.

(Note: To avoid redundancies, use footnotes for all policy, program and documentation references and generate a list that identifies the various sources at the end of this report).

EMPLOYER _____

MANAGEMENT COMMITMENT

VERIFIED				ADEQUATE
A	D	O	I	YES/NO

Is Authority and responsibility for employee safety and health clearly defined and integrated into the companies management system? Is the system written and does it address the following issues:

- ⇒ Accountability of all managers, supervisors and others in authority utilizing an established evaluation method. Does the system reward good behavior and correct deficient performances?
- ⇒ A procedure to ensure employee involvement in worker safety and health issues. Explain how employees are directly involved.
- ⇒ Safety and health planning with policies, result-oriented objectives and goals that clearly address the hazards presented to workers at the site.
- ⇒ Communication of worker safety and health related policies, objectives and goals to all affected employees. What is the exact method used to ensure that employees receive the information and understand it? Are they tested? Do they have an employee handbook; is it adequate? Who's responsible for communicating this information ?

Note: Provide examples of the above.

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Has the company committed adequate resources to ensure workplace safety and health is addressed? How are resources distributed? Are there committed funds (a budget) to address the required safety and health necessities such as :

- ⇒ Staffing,
- ⇒ Equipment (PPE, safety / I.H. monitoring, other),
- ⇒ Promotion,
- ⇒ Training,
- ⇒ Timely access to Certified Safety Professionals, Industrial Hygienists, Professional Engineers and others with Safety and Health Professional expertise, based on the risks encountered at the site (explain in detail) ,
- ⇒ Medical programs and special equipment,
- ⇒ Safety recognition programs,
- ⇒ Other.

Note: Identify priorities and obtain a copy of the annual budget statement to identify which funds have been dedicated to the various programs.

EMPLOYER

VERIFIED				ADEQUATE
A	D	O	I	YES/NO

Is top management involved in worker safety and health concerns at the site? Does this include :

- ⇒ Clear lines of communication with employees,
- ⇒ Setting examples of safe and healthful behavior,
- ⇒ Responding to employee concerns,
- ⇒ Following through on any required disciplinary action whether management or employee involved,
- ⇒ What top management's role is in administering, enforcing and obeying all Health and Safety rules and policies at the site; do they participate in the onsite evaluations and training ?
- ⇒ A commitment statement that clearly states the employers intentions of meeting and maintaining the requirements of the Cal/VPP and that also supports all safety and health policies.

Note: Provide written examples of the above; identify policies and any other supporting documentation

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CONTRACT WORKERS

Is there an active contract worker safety and health program that describes the following:

- ⇒ Contractor selection criteria including : 1) DOSH compliance history and other information describing their past safety and health performance, 2) Effective implementation and maintenance of an Injury and Illness Prevention Program ,3) Injury and Illness Log 200 information that reflects rates below their primary SIC, and, 4) Current ex-mod rates and efforts made by the applicant to help the contractor reduce their rates below 1.25,
- ⇒ Assurances that all contractors obey applicable Cal/OSHA regulations and site health and safety rules applicable to their activities (ask for documentation on violations if any)?
- ⇒ Requirements for the use of any special precautions necessary to perform their activities while onsite (list requirements and policies),
- ⇒ Assurances that contractor employees receive the required safety and health training, i.e., Lock-Out/Block Out, Confined Space Entry, Hazard Communication, Emergency Operations, PSM(review written records/documentation)
- ⇒ How the employer addresses "Host Employer " responsibilities pursuant to the Cal/OSHA PSM, Confined Space and Lock Out/Block Out regulations,
- ⇒ How contractors inform the company of potential hazards that they may introduce to the site during their visit, i.e., chemical cleaners, soldering compounds, trenching /shoring equipment, compressed gasses, and other related safety and health
- ⇒ The requirement that contractors report to an onsite responsible party who has the knowledge and qualifications to oversee the contractor operations, and,
- ⇒ Other supporting program elements including charts that support contractor injury/illness & near miss rates at the site.

EMPLOYER _____

HAZARD ASSESSMENT

VERIFIED				ADEQUATE
A	D	O	I	YES/NO

Does the company routinely review job hazards for inclusion in training and hazard control programs? Do the reviews include items such as:

- ⇒ Job safety analysis,
- ⇒ Management of Change,
- ⇒ Process hazard review, and,
- ⇒ Equipment operating procedures.

Note: Review documentation that reveals noted hazards, and ask company to provide charts that types of hazards, total #'s /type (3-4 year spread) and charted time of correction per type of listed hazard.

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Is the company performing comprehensive safety and health surveys in accordance with the following:

- ⇒ At intervals appropriate for the nature of workplace operations ,
- ⇒ When major process, equipment or other changes occur that could affect employee safety and health on the job,
- ⇒ By qualified personnel who can recognize existing and potential hazards and can effect the required changes to remedy any identified hazards.

Is the above information documented, and where deficiencies were identified, were these items classified according to severity and tracked until corrected? Based on the tracking information has the company used markers to identify/chart trends? Do these surveys incorporate S&H programs, both their effectiveness and implementation?

VERIFIED				ADEQUATE
A	D	O	I	YES/NO

Does the employer have a system in place to perform baseline surveys of health and safety hazards prior to the installation of new/modified equipment or processes ? Are changes to the workplace and/or facility layout included in these surveys? Which of the following systems is used to accomplish this evaluation:

⇒ Initial comprehensive industrial hygiene and/or combination safety and health surveys,
 ⇒ Industrial Hygiene and/or Safety Engineering studies,
 ⇒ Management of change, or,
 ⇒ Other equivalent comprehensive means of assessment (provide details).

Note: Have the employer provide details of these operations including #'s of surveys in the past three years, records of reviews and documentation describing results of the review.

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Can the company provide assurances that support their use of nationally recognized procedures and standards for all Industrial Hygiene and Engineering testing, calibration, analysis and sampling ? Are there written records of the results, i.e., engineering design and inspection records, certification of I.H. labs used, etc.? Are these records available for review? Are the various procedures and labs recognized through certification, etc. by approving agencies/associations.

A	D	O	I	YES/NO

Is there a system for conducting routine self-inspections of the various work areas/departments? Is it documented? Does the system include the following :

- ⇒ How often are they performed, quarterly, monthly, other?
- ⇒ Written procedures for conducting these routine inspections,
- ⇒ Ensure inspectors are qualified personnel familiar with the hazards,
- ⇒ Result in written reports of findings, and ,
- ⇒ Include a method of prioritizing identified hazards and a tracking system that assures hazards/deficiencies are tracked and corrected according to the priority rating given?

Note: Have the company provide lists, charts, matrices and tables that reflect survey information and allow for charting trends, etc.

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Is there a system in place that provides an avenue for employees to notify management in person and/or in writing, of conditions that appear hazardous? Does the system ensure employees:

- ⇒ A guarantee of their employee right to complain under the California Labor Code without fear of reprisal,
- ⇒ Timely and appropriate responses to their concerns, and
- ⇒ Written notification of hazard corrections.

Note: Does the system include a tracking system that tracks all reported (verified) hazards to correction? What was the total number of complaints received and addressed in the last 3 years? Has this increased or decreased each year? Is this information available in charted format? What supporting documentation is available from the employer?

EMPLOYER

A	D	O	I	YES/NO

Is there an accident/ near miss investigation system? Does it include the following:

- ⇒ Written procedures or guidance,
- ⇒ A record of the number of accidents or near misses that have occurred in the past 3 years,
- ⇒ Written reports of findings,
- ⇒ Hazard correction and tracking, and
- ⇒ A review of injury/illness experience rates that identifies causes, and provides for preventive or corrective actions.

Note: Has the employer compiled this data into charts, graphs, etc., and what rationale is used to evaluate the data?

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Describe the program the company uses to assure that on-going monitoring and maintenance of workplace equipment is performed to prevent it from becoming hazardous. Does this program include:

- ⇒ Procedures to ensure tests are performed in accordance with the equipment manufacturers recommendations, good engineering practices, or other established/equivalent procedures?
- ⇒ Is there a tracking system used to assure appropriate turnaround times for the correction of identified deficiencies, and verify correction of the same?
- ⇒ Does the program work? Where's the proof?
- ⇒ Does the employer include a method to analyze the performance of this program? Is there tables, graphs or charts used to perform the analysis?
- ⇒ Who's accountable for the smooth and continued operation of this program?

EMPLOYER _____

A	D	O	I	YES/NO

MEDICAL AND INDUSTRIAL HYGIENE PROGRAM

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Describe the medical program used by the company. Does the program include:

- ⇒ The availability of physician services,
- ⇒ Occupational health services specific to the nature occupational hazards of the workers,
- ⇒ Off hour services, and,
- ⇒ First-aid/CPR.

Note: Has the company adopted a wellness program for employees? How often do injuries occur? What is the response time for any medical emergencies? Is any of the medical treatment/emergency data compiled into charts, tables, graphs, etc.? Is there a loss run available that lists the types of injury/illness claims that have occurred within the last 3 years ?

(RE: ATTACHED LIST OF SPECIAL PROG'S)

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How does the company address Industrial Hygiene concerns at the site? The following is a list of questions that require answers:

- ⇒ Is it addressed as a separate program? Is there separate programs that address the various I.H. concerns, i.e., Hazard Communication, Respiratory Protection, Confined Space Entry, Laboratory Safety, Hearing Conservation, etc.? Do these programs adequately address the hazards at the site?
- ⇒ Have they evaluated conditions within the site to address Industrial Hygiene concerns, i.e., PPE, chemical use, employee exposures, other ?
- ⇒ Does the system address employee training on all I.H. related matters and does it require testing of trained personnel to ensure their knowledge of the information presented?
- ⇒ Is there proof of health surveys, I.H. monitoring, and other supporting documentation?
- ⇒ Is there a written plan used to assess hazards annually, quarterly, etc.?
- ⇒ Who performs the evaluations, and what qualifications, do they have in performing these evaluations?
- ⇒ Are there reports to support the programs effectiveness, implementation of the various elements and maintenance of the program as it affects employee health in the workplace?

EMPLOYER

A	D	O	I	YES/NO

SPECIFIC SAFETY PROGRAMS

(RE:ATTACHED LIST)

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Is there a system in place to assure the various Safety related programs at the site are adequate, current and effective ? The following is a list of questions that require answers:

- ⇒ Does the system address the separate programs, i.e., LO/BO, Machine Guarding, Fire Safety, Workplace Violence, etc. ?
- ⇒ Are conditions evaluated within the site to address specific safety concerns, i.e., electrical, crane inspections, and other hazards as they relate to the respective programs?
- ⇒ Does the system address employee training on all safety program related matters and does it require testing of trained personnel to ensure their knowledge of the information presented?
- ⇒ Is there proof of safety surveys and testing of equipment /systems , and other supporting documentation that reflects the continued maintenance of the different safety programs ?
- ⇒ Is there a written plan used to assess hazards annually, quarterly, etc.?
- ⇒ Who performs the evaluations, and what qualifications, do they have in performing these evaluations?
- ⇒ Are there reports to support the programs effectiveness, implementation of the various elements and maintenance of the program as it affects employee health in the workplace?

SAFETY PLANNING, RULES AND WORK PROCEDURES

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Are safety and health rules and work procedures for specific operations:

- ⇒ Appropriate for the potential hazards of the workplace,
- ⇒ Written in a manner that they address concerns at the site,
- ⇒ Implemented and enforced by management,
- ⇒ Communicated to and obeyed by all affected personnel,
- ⇒ Routinely updated as needed by management to ensure they address the hazards of all the existing operations, and,
- ⇒ What were the total number of policies and rules used and what subject were they in reference to?

A	D	O	I	YES/NO

Does the company have a written procedure for disciplinary action or reorientation of employees and supervisors who break or disregard:

- ⇒ Safety rules,
- ⇒ Safe work or emergency procedures, or,
- ⇒ Other safety and health policies.

Note: Have these procedures been communicated to all employees? Are they enforced upon all job classifications? Is there any record of past enforcement? Is there any trends in the job classifications and/or work areas that reflect a tendency to disregard policies, rules, etc.?

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Are there written procedures for addressing responses to emergencies? Are these procedures communicated to all employees(including contractor and site employees on all shifts) in a manner that ensures they understand what to do in emergency situations? Do these procedures address the following requirements:

- ⇒ Hazardous Materials , PSM and any other possible emergencies,
- ⇒ Personal protective equipment,
- ⇒ First-aid,
- ⇒ Medical care,
- ⇒ Emergency egress,
- ⇒ Emergency telephone numbers,
- ⇒ Exit routes, and,
- ⇒ Training drills.

Note: How often do these drills and actual emergencies take place? Is this data compiled in table and/ or charted to show actual numbers? Does the company analyze the results to identify problems and introduce ideas to improve the procedures? Who is in charge of the program within the plant, at each department, corporate wide?

A	D	O	I	YES/NO

Through the use of safety and health training can it be demonstrated that supervisors:

- ⇒ Understand the hazards associated with any job they are required to oversee,
- ⇒ Can realize their potential safety and health effects on employees,
- ⇒ Understand their roles as supervisors in assuring employees prevent occupational injury and illness through teaching and enforcement of the safety and health rules, procedures and work practices,
- ⇒ Understand what to do in emergency situations, and
- ⇒ Can explain in detail how the system works.

Note: Is there documentation to support all training provided to affected employees? Is this documentation/training current? How often does training take place? What type of training is provided, is it computer interactive, in a classroom with a presenter, other? How are new employees handled, is their training a basic orientation or is it more involved with specifics on hazards related to their assignment? Who provides the training to affected personnel?

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Is there a system in place that assures employees are made aware of hazards and the safe work procedures to follow to protect themselves from hazards, through:

- ⇒ Initial training programs to ensure awareness of immediate hazards, emergency operations, etc.,
- ⇒ OJT training to address the concerns with the operation of new equipment, and,
- ⇒ Refresher training .

Note: When interviewed can employees provide you with specific details on the training received? Do they fully understand the basic fundamentals of PPE use? How about the hazards related to equipment operations? Do they know what to do in emergencies and are they familiar with all applicable procedures? How about ergonomic concerns; do they understand the ergonomic hazards related to their jobs? Do they understand the chemical hazards and are they aware of other related safety and health concerns?

EMPLOYER _____

EMPLOYEE INVOLVEMENT

VERIFIED				ADEQUATE
A	D	O	I	YES/NO

Does the employer have a system that describes employee involvement at the site? Can the system be described by one of the following?

- ⇒ A joint labor-management committee for safety and health, which has the following characteristics:
- Responsibilities of committee spelled out in a policy and/or by laws,
 - At least 1 year experience in providing safety and health advice and making periodic site inspections,
 - Equal representation with management and worker representatives who work at the site and are selected or elected by their co-workers and/or approved by a recognized bargaining agent,
 - Meet regularly, maintain minutes of all meetings,
 - Require at least half of the committee members to represent both management and employees,
 - Require regular workplace inspections as appropriate (but an inspection to cover the entire workplace at least twice a year),
 - Observe or assist in the investigation and documentation of all major accidents and address concerns with near -miss incidents,
 - Can access all relevant safety and health information when required, and,
 - Are provided with adequate training in hazard recognition with additional training as needed.

A	D	O	I	YES/NO

⇒ *Or* - provide an equally effective way for employees to participate in safety and health problem identification and resolution beyond the individual right to notify appropriate managers of hazardous conditions and practices. Equivalent employee involvement systems include but are not limited to:

- The formation of Ad-Hoc committees,
- Safety and Health Hazard analysis,
- Special committees to address in-house safety and health concerns,
- Safety Observer committees,
- Safety and Health training of co-workers, and,
- Other systems (provide details/effectiveness) .

ANNUAL SAFETY AND HEALTH PROGRAM EVALUATION (VPP ANNUAL REPORT)

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Is there a system for annually evaluating the operation of the safety and health program as it pertains to all the Cal/VPP elements, i.e., Management Commitment, Employee Involvement, Hazard Assessment, etc. ?
Does the system incorporate methods to determine what changes are required to continually improve worker safety and health at the site?

EMPLOYER_____

SPECIAL PROGRAMS - AS REQUIRED BY STANDARDS

I.H. RELATED

VERIFIED				ADEQUATE
A	D	O	I	YES/NO

Confined Space, Respiratory Protection, Ergonomics

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2. Hazard Communication, Chemical Hygiene, Asbestos, BBP/TB,

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3. I.H. Monitoring/ Recordkeeping , Ventilation, Ionizing/Non-Ionizing Rad(lasers, Microwave, etc.) , Noise/Hrng Conserv., I.H. related training (hazard comm, etc)

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EMPLOYER _____

A	D	O	I	YES/NO

4. Hazardous Waste Operations (includes PSM)

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5. Lock Out/Block Out, Hoists & Cranes

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6. Emergency Action Plan/Procedures, Fire Protection/Program, Hot Work Permits, Explosives

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7. Fall Protection, IIPP, Fall Protection, Electrical, Forklifts, Violence In The Workplace

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8. Ergonomics/ VDT'S

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EMPLOYER _____

A	D	O	I	YES/NO

9. Machine Guarding

ALL SAFETY ENGINEERS

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10. PPE & Related Training Of EE's

ALL SE's & IH's

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11. Other

ALL

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Checklist Completed By: _____

Date: _____

Comments: _____

